

# MONROE COUNTY

## JOB DESCRIPTION

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|---|----------------------------|--------------------------|
| <b>Position Title:</b> SR ADMINISTRATOR VETERAN AFFAIRS |                            | <b>Date:</b> 03/25/99    |
| <b>Position Level:</b> 11                               | <b>FLSA Status:</b> Exempt | <b>Class Code:</b> 11-18 |

### GENERAL DESCRIPTION

Specialized administrative work assisting in the overall management and supervision of the Veterans Services office in advising and assisting veterans in matters pertaining to their rights and benefits under various Federal and State Statutes. Manages the Monroe County VA transportation program. Assumes the duties of the Director in his absence.

### KEY RESPONSIBILITIES

1. \*Performs specialized administrative studies and reports on veterans issues and programs.
2. \*Analyze and develop solutions to problems impacting on veterans and their dependents entitlements and benefits at County State and National level.
3. Network with County, State and Federal Agencies on veterans benefits issues, health care and transportation.
4. \*Develop and prepare claims for disability compensation, pension, Social Security, medical care, vocational rehabilitation, survivor benefits.
5. \*Review and appeal of claims for presentation at the Board of Veterans Appeals, Court of Veterans Appeals or Federal Court for SS claims.
6. Manage and supervise the VA Van Program, affiliated employees and the VA Counselors.
7. Resolve departmental policy questions, problems with regard to health care, transportation and VA laws as it applies to benefits entitlements.
8. Assumption of duties for the Director in his absence.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| <b>Position Title:</b> SR ADMINISTRATOR, VETERAN AFFAIRS | <b>Class Code:</b> 11-18 | <b>Position Level:</b> 11 |
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| <b>KEY JOB REQUIREMENTS</b>                |  |
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| <i>Education:</i>                          | Bachelor's Degree required.  |
| <i>Experience:</i>                         | 3 to 5 years.  |
| <i>Impact of Actions:</i>                  | Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.  |
| <i>Complexity:</i>                         | Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. |
| <i>Decision Making:</i>                    | Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.  |
| <i>Communication with Others:</i>          | Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.  |
| <i>Managerial Skills:</i>                  | Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.  |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.  |
| <i>On Call Requirements:</i>               | None.  |
| <i>Other:</i>                              | Must qualify under section 292.11, Florida Statutes. Must be certified by the State Director of Veteran Affairs. Must be honorably discharged wartime veteran as required by Florida Statutes 292.11. Florida Driver's License.  |

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| <b>Position Title:</b> SR ADMINISTRATOR, VETERAN AFFAIRS | <b>Class Code:</b> 1046 | <b>Position Level:</b> 11 |
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| APPROVALS                    |                  |             |
|------------------------------|------------------|-------------|
| <i>Department Head:</i>      |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |
| <i>Division Director:</i>    |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_